

**IPSWICH PLANNING BOARD MEETING MINUTES**  
**Thursday, MAY 7, 2015, 7:30 p.m.**

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a meeting of the Ipswich Planning Board was held on Thursday, May 7, 2015 in Room A, 2nd floor of Town Hall. Board members Heidi Paek, Jay Stanbury, Kathleen Milano, Cathy Chadwick, Keith Anderson and associate member Caroline Britt attended. Senior Planner, Ethan Parsons also attended.

Paek convened the meeting at 7:32 pm with a quorum present.

**ANNOUNCEMENTS:**

Paek announced that 3-5 Lakemans Lane Definitive Subdivision application will be continued without discussion.

**CITIZENS' QUERIES**

**John Stelling, 18 Bunker Hill Road:** Stelling stated that he needed to appear before the Board but had been put off for two months. He is requesting removal of the affordability restriction placed on a unit in a multifamily building at 5 Hammatt Street that was expanded by special permit during 2014. The paperwork needs to be signed in order to have a tenant move in for June 1<sup>st</sup>. Paek stated that certain special permit conditions needed to be met prior to appearing before the Board. She added that the Board researched the history of his building, and could not find anything about it being a residential unit previously. Paek reiterated that the applicant must meet these items before appearing before the Board.

**ADOPT MINUTES FROM 4/16/2015**

Review and Approval: Chadwick wanted to add to the end of the second sentence in the paragraph on the discussion of an "Inn" to say "within the Intown Residential district."

**MOTION:** Milano moved to approve the minutes as amended. Chadwick seconded. The motion passed unanimously.

**DISCUSSION: Tree Removal on Mile Lane**

The DPW removed an oak tree on Mile Lane without Planning Board approval. A citizen was also concerned because it was not posted prior to removal. The DPW has submitted a list of trees to plant as a replacement. The Board discussed which type of tree should be planted.

**MOTION:** Chadwick moved to advise the DPW to purchase an oak tree as a replacement and that it be planted further back from the road than the tree that was removed. She added that this should be done by the end of the 2015 planting season. Milano seconded. The motion passed unanimously.

**PUBLIC HEARINGS:**

**Public Hearing, 127 High Street:** Request by George Delaney for a Special Permit to operate an establishment (Clamtown Classics) selling and/or renting new and/or used automobiles.

Paek read the Legal Notice. Delaney appeared before the Board to discuss his proposed new business—sales and storage of highly restored classic cars. No vehicles would not be kept outside. Delaney purchased the building in January and it is currently empty. There will be very limited, if any, hours when the business is open to the public. Delaney stated that no restoration or work on cars would be done at this location. Stanbury asked if he planned to make any changes to the building. Delaney confirmed that he was only going to paint and clean up the exterior. Paek asked about landscaping. Delaney said that he does not plan on adding any landscaping, just cleaning up what is already there. Chadwick wanted to know if there were tenants in the other buildings. Delaney stated that the other buildings are occupied. Britt asked if there would be any additional security lighting, and it was confirmed he was not adding anything new. Paek asked if he would have motorcycles or boats on the property. Delaney said he would have show-quality motorcycles but no boats.

**Carl Souza, 4 Currier Park:** Owns the house that is on High Street to the south side. He stated that the fences are in terrible condition and the weeds are awful. He asked if this area could be cleaned up. Delaney confirmed he would do some clean up.

**Nicolas Korkaris (address):** Stated that his concerns about items being placed in his driveway.

Paek wanted to know if Delaney would be able to enforce clean up in the area from his tenants. Delaney said he would do whatever is needed to make sure the areas stay cleaned up. Paek asked to set up a site visit on May 16<sup>th</sup> at 9AM. Milano had a question about the paving, and it was confirmed that the plan correctly indicates that everything that is not green is pavement. Chadwick said that as Delaney is cleaning up the site he may need to remove some of the buffers and plant some new plants. Paek informed the applicant that some plantings may be required by the Board after the site visit takes place.

**MOTION:** Milano moved to continue the public hearing. Anderson seconded. The motion passed unanimously.

*Documents:*

127 High St. Special Permit Narrative  
Application Form  
Site Plan, prepared by Koch Architects, April 9, 2015  
Sign rendering

**Continued Public Hearing, 110 County Road,** Request by the YMCA of the North Shore Inc. for Site Plan Review for proposed addition and site alterations.

Peter Pommersheim, Meridian Associates, appeared before the Board. Pommersheim explained that the landscaping plan was one of the primary concerns with the project. It was discovered that some of the plantings would not suit the Southgate Condo Association. The need for more of a sound buffer from plantings was discussed. Anderson had questions about what the fence surrounding the pool would look like. Chris Doktor of Olson & Lewis Architects appeared before the Board to discuss the fence. It will be a 6 foot chain link fence as mandated by the State. Milano discussed the lighting and mentioned that abutters did not want the lights on all night long. She asked if they could be on a motion sensor. There were some concerns about animals triggering the lights. Doktor said the YMCA could adjust the lighting to be triggered only by something moving on the pool deck, which shouldn't be accessible to animals. Milano stated her concern that 6 foot fence may be climbable by young people and asked if it could be taller. Paek had concerns about parking. During the site visit parking was over flowing and it was early spring, not peak season. Pommersheim agreed there needed to be more enforcement on parking. Britt asked that the soccer fields to be shown on the landscape plan and for emergency plans to be submitted prior to the next meeting. Pommersheim confirmed that once the Design Review Board sends in their recommendations they would submit revised plans. Parsons suggested the Board and applicant consent to an extension of the site plan review period. Both parties consented.

**Dan Heffernan, Unit 5, 6 Essex Street:** He asked about the infiltration system and what types of chemicals would be used in the pool. Pommersheim said his understanding is that all the pool equipment will be within the YMCA building. It will be a chlorinated pool, and there will be ultraviolet treatment, so there will be no smell from the chemicals.

Britt questioned how the pool would be drained. Gerry Beauchamp, YMCA Director, confirmed that the pool would be drained into the backflow system and out through the sewer system. The pool is never completely drained even during the winter.

**MOTION:** Stanbury moved to continue the public hearing. Chadwick seconded. The motion passed unanimously.

*Documents:*

Letter from Police Chief Nikas

**Continued Public Hearing, 3-5 Lakemans Lane/Pheasant Ridge Farm:** Request by the Pheasant Ridge Farm Realty Trust for approval of a Definitive Subdivision Plan for a two lot subdivision at 3-5 Lakemans Lane. *Continued at the Applicant's Request.*

**MOTION:** Anderson moved to continue without discussion. Milano seconded. The motion passed unanimously.

**Continued Public Hearing, 9 Nags Head Road:** Request by The Williams Family Realty Trust for Site Plan Review to construct an addition to an existing horse barn and to construct a new riding arena.

Isaac Rowe and Dan Ottenheimer, Mill River Consulting, appeared before the Board. Rowe discussed what had developed since their last appearance before the Board in January. He reviewed the plans for the project, including stormwater management. Milano brought up concerns from an abutter that Nags Head Road was a shared private way and the Board asked how it would be maintained. There was a discussion about the private road and maintenance obligations. The current 50/50 split didn't seem fair given the increase in traffic with the new riding arena.

**Kathy Taylor, 8 Nags Head Road:** Taylor confirmed that there had been one meeting on revising the maintenance agreement, but they have a long way to go. The calculations on percentages have not been totaled yet. She would like this to be solved prior to construction.

Anderson wanted to confirm that the Fire Chief had looked into these plans. Parsons said the Chief was generally accepting of everything presented. The Chief did ask about egress complying with the Building Code and would like to reserve the right to comment on this when the building permit is submitted. He also wanted to know why parking spaces were added by the barn. It was confirmed that this came up during the site visit so spaces were added in this area. Anderson also wanted to know how often the manure truck would be emptied. Samantha Williams stated it would be emptied every 10-12 days. Parsons stated that the Site Plan Review period would be expiring prior to the next meeting and recommended the Board and applicant consent to an extension which they did.

**MOTION:** Milano moved to continue the public hearing. Chadwick seconded. The motion passed unanimously.

*Documents:*

Letter from Daniel Otterheimer, Mill River Consulting, to Planning Board, May 1 2015

Proposed Site plans, prepared by Raymond Wills, April 27, 2015

Sheet 1 of 3 site plan  
2 of 3 stormwater site plan  
3 of 3 details

Hydrologic Analysis Report, prepared by Onsite Engineering, Inc. January, 2015, revised April, 2015

**Continued Public Hearing, 144 County Road:** Request by Nathan & Tami Stein for a Special Permit to convert accessory barn to residential unit in the RRA district.

Nathan Stein appeared before the Board to discuss changes to his original plans. Chadwick questioned if the proposed changes were allowed per the Zoning Bylaw. Paek stated that this project requires careful consideration from the Board because the Steins will essentially have two houses on one parcel. Parsons stated that he is of the opinion the Zoning Bylaw permits changes to the existing structure if the proposed structure does not increase in size by more than 15%. Anderson wanted to be clear on whether the 15% increase allowed by law refers to the occupied space or the actual footprint of the building. Paek explained that her understanding is that it refers to the footprint of the building. Milano asked if the 1800 square foot calculations included the places where the ceilings were under 8 feet. Stein explained that it does not, but that the total size of the proposed house, including this area, is about 2400 square feet. Chadwick had concerns about setting a precedent for other applicants in the future and asked for clarification from staff about the bylaw applying. Stanbury wanted to know why an in-law apartment would need four bedrooms. Paek explained that the concerns involve a future sale this property. If the Special Permit is essentially creating two houses on one parcel, future owners would be required to go before the Affordable Housing Trust Board if the converted barn was not occupied by a family member. Paek wants the Affordable Housing Trust to weigh in before the next meeting. Anderson said this is essentially a barn conversion, but instead of adding living space and keeping parts of a barn for other uses this applicant is proposing turning an entire barn into a residential unit. Paek wanted to know how this would affect the future of the property. Parsons said that the Special Permit if granted would run with the land, and this would eliminate the right to any future subdivision of the land. The additional considerations would not apply to this applicant because he plans to have family members living there. Paek explained that because this decision runs with the land, the Board wants to be clear of all potential ramifications.

**MOTION:** Anderson moved to continue the public hearing. Stanbury seconded. The motion passed unanimously.

*Documents:*

Proposed site plans including First floor plan, Second floor plan, South elevation, East elevation, West elevation, North elevation, Footprint comparison

**Continued Public Hearing, 40 Chattanooga Road:** Request by Sharon Fuller to modify an approved subdivision plan by revising the stormwater management system and roadway construction for a one lot subdivision.

Chris Sparages of Williams and Sparages and Sharon Fuller, owner/applicant, appeared before the Board. Sparages thought it would be helpful to submit a letter with more details on a basic planting plan for the Board. Fuller plans to hire a landscape architect but will not have the landscape plan completed this early in the project. Sparages read from a letter explaining the planting plan to the Board.

**MOTION:** Stanbury moved to close the public hearing. Milano seconded. The motion passed unanimously.

Parsons read a draft decision. Parsons mentioned the requirement for construction inspection. These inspections will indicate that the project is proceeding according to plan. The Board suggested two visits, one when the bioretention areas and road have been roughed in and, one at the end of the project. Stanbury wanted to know if the engineers have done a float test on the hydrant. Sparages said they looked into this and contacted Vicki Halman of the Ipswich Water Department about performing this test. It has not been completed yet. Fuller had concerns about condition #14, the requirement of a performance bond, since this is not a development but a single family home. Parsons agreed that a bond would not be necessary, but said that the Board would need to accept some kind of performance guarantee. He then explained what a non-monetary performance guarantee could be, which should work for the applicant and the Board in this case. Paek then explained the waivers at length. One monument will be required at the intersection of Chattanooga Road. Paek had concerns about the hillside, and indicated that if any plants were removed would it cause erosion on the hillside. The applicant is aware of this potential.

**MOTION:** Anderson moved to approve the modified definitive subdivision plan with the conditions discussed. Stanbury seconded. The motion passed unanimously.

*Documents:*

Memo from W.C. Cammett Engineering, Inc. dated April 16, 2015  
Modified Grading, Drainage & Utilities plan, prepared by William Sparages, December 4, 2014 revised April 15, 2015; May 5, 2015  
Memo from W.C. Cammett Engineering Inc. dated May 7, 2015  
Letter from Chris Sparages to Planning Board dated May 7, 2015

**Zoning Amendment Process Update:**

Stanbury explained that and Chadwick met with Parsons met and discovered that updating the sign bylaw would be a very large undertaking. Therefore the subcommittee requests that the Board postpone the outdoor lighting study. The primary goal of the sign subcommittee is to make the sign requirements section of the Zoning Bylaw clearer and more user friendly. Chadwick explained that the memo describes the issues they will be addressing. Paek explained that she and Britt, the solar subcommittee are working on membership for a solar taskforce. Parsons explained that the Inn research is ongoing, and they are working on setting up the process to move forward.

*Documents:*

Memo from Ethan Parsons to the Planning Board dated April 28, 2015

**23 Old Right Road:** Endorse 23 Old Right Road Site Plan Approval plans

Mr. Parsons explained the applicant is looking for Planning Board endorsement of the approved plans. The only change is that the plans submitted for endorsement have the directional signage for tractor trailers added to them.

**MOTION:** Stanbury moved to endorse the plans and to authorize Ethan Parsons to sign the plans on the Board's behalf. Milano seconded. The motion passed unanimously.

**30A Mitchell Road:** Request by David Horrigan to allow the issuance of a temporary certificate of occupancy for an unfinished Site Plan Review project at 30A Mitchell Road. There is more paving that needs to be completed. Horrigan is requesting additional time to perform the required work. The Board requested a \$10,000 surety to cover the cost of the outstanding work specified that the work be completed within six months.

**MOTION:** Stanbury moved to accept the surety to allow the issuance of a temporary certificate of occupancy with the understanding that work will be done in 6 months. Chadwick seconded. The motion passed unanimously.

*Documents:*

Letter from David Horrigan dated

**NEW BUSINESS**

None

**ADJOURNMENT**

**MOTION:** Anderson moved to adjourn the meeting at 10:21 pm and Milano seconded. The motion passed unanimously.

Respectfully submitted,

Jennifer Dionne

The Board approved these minutes on July 23, 2015.